Arizona Department of Education
Health and Nutrition Services

National School Lunch Program On-Site Monitoring Form

This form is to be completed every school year prior to February 1 by each School Food Authority (SFA) operating the National School Lunch Program with more than one site. SFAs must perform no less than one on-site review per site of the lunch counting and claiming operation and the readily observable general areas.

Site Name: _____

SFA Monitor: _____

Monitoring Date: _____

Yes | No | N/A   **Answer the following questions during the on-site review.**

_____   1. Is the method used for counting reimbursable meals in compliance with the approved point of service requirement? (Meal counts must be taken at the location where complete meals are served to children.)

_____   2. Is the point of service meal count used to determine the school's claim for reimbursement?

_____   3. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?

_____   4. Is the school correctly implementing policies for handling the following (as applicable):

_____   a) Incomplete meals?

_____   b) Second meals?

_____   c) Lost, stolen, misused, forgotten or destroyed tickets, tokens, IDs, PINs?

_____   d) Visiting student meals?

_____   e) Adult and non-student meals (and identifying program vs. non-program)?

_____   f) A la carte?

_____   g) Student worker meals?

_____   h) Field trips?

_____   i) Charged and/or prepaid meals?

_____   j) Offer vs. Serve?

_____   5. Is there someone trained as a backup for the monitor and the meal counter?

Yes | No | N/A   **Continue answering the questions.**

_____ 6. Is there a method of identifying non-reimbursable meals (e.g., not meeting meal pattern requirements, seconds, adult meals, etc.) and distinguishing them from reimbursable meals?

_____ 7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available, and do staff know when and how to implement it?

_____ 8. Are daily counts correctly totaled and recorded?

_____ 9. If claims are aggregated, are the meal counts correctly totaled and consolidated?

_____ 10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? Record today's meal counts by category and compare to the number of students eligible by category.

Number of Students Eligible by Category   Today's Meal Counts by Category
Free: Free:
Reduced: Reduced:
Paid: Paid:

_____ 11. Does the system prevent overt identification of children receiving free or reduced-price meals?

THE QUESTIONS BELOW ARE 'N/A' FOR SFAs OPERATING PROVISION 2/3 IN NON-BASE YEARS, CEP, OR RCCIs WITH ONLY RESIDENTIAL CHILDREN.

_____ 12. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals by category (free, reduced price, paid)?

_____ 13. Are edit checks completed and documented which compare the daily counts of free, reduced price, and paid meals against the product of the number of children currently eligible for free, reduced price, and paid meals, respectively, times an attendance factor (and any discrepancies accounted for)?

Explain the <u>corrective action plan</u> for all "No" answers.

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_____

_____

What date will corrective action be implemented by and who is responsible for the implementation?

_____

Yes | No   **Assessment of the readily observable general areas.**

_____   1. Were any issues observed in relation to resource management?
_____   a) Maintenance of the Nonprofit School Food Service Account
_____   b) Paid Lunch Equity
_____   c) Revenue of Nonprogram Foods
_____   d) Indirect Costs

_____   2. Were any issues observed in other general areas?
_____   a) Free and Reduced Price Process – including verification, notification, and other
                            procedures
_____   b) Civil Rights
_____   c) Reporting and recording
_____   d) Food Safety
_____   e) Competitive Food Service
_____   f) Water
_____   g) Professional Standards
_____   h) SBP and SFSP Outreach
_____   i) Local School Wellness Policy
_____   j) Other

Explain the <u>corrective action plan</u> for all "Yes" answers.

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What date will corrective action be implemented by and who is responsible for the implementation?

_____

Follow-up visits must be conducted within 45 days of the initial visit if correction action was required. What were the observations after the correction action was implemented?

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_____
*Site Representative & Title*   _*Date*_

_____
*SFA Monitor & Title*   _*Date*_